



Smith River Rancheria/Lucky 7 Casino Position Description



Title: Social Worker I

Department: (04) Community and Family Services

Class: Skilled

FLSA: Exempt

Status: Full Time

Pay Grade: VI (\$15.13 - \$20.62)

Supervisor: Community and Family Services Director

Subordinates: None

Effective Date: December 2008

Position Summary:

Under supervision from the Community and Family Services Director, the Social Worker is a professional position responsible for providing a wide range of case management and counseling services to Indian families. Social Workers work with and help individuals, families, and communities with their personal and social problems. They assist clients in understanding the causes of their problems and work with them to modify and change attitudes and behavior. The overall responsibilities of the Social Worker include, but are not limited, to Child Welfare Services, BIA Social Services (i.e., General Assistance), Senior Services, Alcohol & Substance Prevention programs, Family Violence Prevention Services, and other related programs as assigned. Duties may also include program administrative services, assistance in the budgeting process, coordinating and assisting in writing and administering grants. The Director assists with unusual situations that do not have clear precedents or when clarification or interpretations of established policies/regulations are needed. Employees work with a high degree of independence in administering services and in using agency or community resources; working independently toward established objectives. Other duties will require the development and delivery of staff and clientele training materials, working with the Tribal Community to plan and deliver effective human service programs that meet the needs of the community.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Carries a caseload that includes cases with problems of moderate difficulty.
- Interviews clients and performs case studies to determine social service needs.
- Develops and carries out non-complex treatment plans for individuals and families.
- Refers clients to other staff members as necessary.
- Assists applicants and recipients in utilizing available resources.
- Interprets policies, rules, and regulations of the agency to applicants, clients and others within the scope of their responsibility.
- Coordinates tribal projects and programs; including, but not limited to, Child Welfare Service, BIA Social Services (i.e., General Assistance), Senior Services, Alcohol & Substance Abuse Prevention programs, LIHEAP, Family Violence Prevention Services, and other related programs.
- Makes home visits and/or court appearances in connection with casework assignments.
- Prepares and maintains case records.

- Assist with planning and develops strategies for generating resources including the preparation of contract and/or grant proposals.
- May be assigned to specialized functions.
- Participates in in-service training and other staff development activities to increase knowledge of the social work processes and achieve technical competence.
- Receives casework consultation from community partners.
- Represent the Tribe to various agencies as well as externally to governmental agencies, funding agencies, national organizations, and the general public; performs community liaison and outreach activities for program(s)/project(s).
- Participates in the development and establishment of policies and procedures.
- Assists clients with paperwork needed in applications for programs such as medical or financial assistance.
- Ability to recognize the need for professional intervention and to be non-judgmental.
- Knowledge of child development, family dynamics, family problems and stresses of parenting, substance abuse and domestic violence. Understanding of family dysfunction and ability to intervene successfully to improve family functioning.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Employee is expected to resolve problems on the basis of past precedents; exercise judgment in interpreting guidelines and applicability and ensure all goals and objectives are met.

Minimum Qualifications:

- Knowledge of current issues in the field of social welfare; social services programs including ICWA, child welfare, TANF, family violence, public welfare programs on the Federal, State, and local level, and other related programs.
- Knowledge of socio-economics conditions and trends.
- Knowledge of basic principles of individual and group behavior.
- Knowledge of principles of interviewing and problem-solving methodology.
- Basic knowledge of general principles of public assistance policies and programs.
- Knowledge of principles and techniques of interviewing and recording of social casework.
- Knowledge of community organization and the social problems calling for the use of public and private community resources.
- Knowledge of principles involved in the nature, growth, and development of personality and in-group processes.
- Ability to communicate effectively, both orally and in writing.
- Ability to comply with all applicable Federal or Tribal statues, regulations or ordinances.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to gather data, compile information and prepare reports, including organizing and maintaining work detail.
- Ability to maintain confidentiality in accordance with applicable legal standards and regulations.
- Operate a personal computer and other office equipment; use related software.

- Analyze data interpret directions, procedures and regulations, and develop appropriate responses.
- Ability to develop, plan, and implement short- and long –range goals for clients.
- Bachelors Degree in Social Work, Psychology, Sociology or closely related field, or an equivalent combination of education, specialized training and experience, required; a equivalent combination of experience and education may be considered.
- Minimum of four (4) years experience in providing social and community services, required.
- Demonstrated ability to use technical writing techniques, required.
- Computer and/or word processor, data base experience, required.
- Demonstrated organizational skills, required.
- Understanding of Tribal Governments and Tribal P.L. “93-638” programs, Federal regulations and state policies, preferred.
- Must be willing to submit to and clear a Alcohol/Drug screen test.
- Qualified Indian Preference applies.

Language Skills:

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

Mathematical Skills:

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

- A valid driver’s license will be required at the time of appointment; employees may be required to drive their own vehicle, provide proof of financial responsibility and submit a DMV clearance.
- Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

Physical Demands:

This position requires frequent walking, standing, driving, bending, light to moderate lifting (at least 50 lbs.), sitting, stair climbing. Requires working at computer and viewing computer screen. Activities may include running, climbing stairs, crouching, balancing, kneeling, reaching

and twisting. Vision and hearing should be corrected to the normal range. Facilitating some recreational or community activities may be required.

Vision Requirements:

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

Work Environment:

Work is typically performed in an office environment, with frequent interactions at client's residence, schools, and other institutions both public and private. Work also involves a high level of interaction with Tribal members, their families and outside professionals; often under stressful conditions.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____